



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE**
ANNOUNCES CIVIL SERVICE *PROMOTIONAL* EXAMINATION FOR
#71-977: HEAD CUSTODIAN

Salary: varies by jurisdiction

*Application Fee – \$15.00

LAST FILING DATE: December 19, 2016 DATE OF EXAMINATION: January 21, 2017

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County municipal divisions.

PROMOTIONAL QUALIFICATIONS: Limited to employees permanent for 24 months in the position of Custodian.

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the efficient and economical cleaning and maintenance of a large school building or number of smaller buildings and related facilities. The work is performed under the general direction of a superior allowing wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of subordinate cleaning or maintenance personnel. Does related work as required.

Use of calculators is ALLOWED

Subjects of examination: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

- 1. Ability to Read and Follow Written Instructions:** These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.
- 2. Building Cleaning:** These questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.
- 3. Building Operation and Maintenance I:** These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.
- 4. Operation and Routine Maintenance of Heating, Ventilating and Air Conditioning Systems:** These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as minor cleaning; room temperature and building ventilation control; steam, hot water and hot air heating systems; boiler operation; troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.
- 5. Supervision and Training:** These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

*A Guide for the Written Test for High-level Custodians/Janitors is available at the New York State website:
<http://www.cs.ny.gov/testing/localtestguides.cfm>. Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.*

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

**The required application fee is twenty dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will NOT be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*